



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

September 17, 2010

**MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION**

**SUBJECT: Advisory Committee Consultation – Army National Cemeteries Advisory
Commission**

The Department of Defense, pursuant to its authority in 41 CFR § 102-3.50(d), plans to establish an advisory committee to provide the Secretary of Defense and the Department of the Army independent advice and recommendations on matters relating to the Army National Cemeteries.

The committee, referred to as the Army National Cemeteries Advisory Commission, will be comprised of 9 members, and the Commission will review issues concerning the Army National Cemeteries Program. The members, unless they are full-time or permanent part-time federal employees, will be appointed by the Secretary of Defense under the authority of 5 U.S.C. 3109 and will serve as special government employees.

A copy of the proposed charter is attached for your review and consultation. At the request of the Department of the Army, we respectfully request that the Committee Management Secretariat, under the authority to 41 CFR § 102-3.65(b), authorize the Department of Defense to establish the Army National Cemeteries Advisory Commission at the earliest opportunity.

If you should have any questions about this charter please contact me at 703-601-6128.

James D. Freeman II
Deputy Advisory Committee Management
Officer for the Department of Defense

1 Attachment
As stated

CHARTER ARMY NATIONAL CEMETERIES ADVISORY COMMISSION

1. Committee's Official Designation: The Committee shall be known as the Army National Cemeteries Advisory Commission (hereafter referred to as "the Commission").
2. Authority: The Secretary of Defense, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix), and 41 CFR § 102-3.50(a), established the Commission.
3. Objectives and Scope of Activities: The Commission shall provide independent advice and recommendations on matters relating to the Army National Cemeteries, as set out in paragraph 4.
4. Description of Duties: The Commission shall provide the Secretary of Defense, through the Secretary of the Army, independent advice and recommendations on the Army National Cemeteries Program, including, but not limited to:
 - a. Management and operational issues, including bereavement practices;
 - b. Plans and strategies for addressing long-term governance challenges;
 - c. Resource planning and allocation; and
 - d. Any other matters relating to Army National Cemeteries that the Commission's co-chairs, in consultation with the Secretary of the Army, may decide to consider.

Additionally, the Commission shall visit Arlington National Cemetery and the U.S. Soldiers' and Airmen's Home National Cemetery no less than once annually. Within 60 days after said annual visit, the Commission shall submit a written report of its actions, views and recommendations to the Secretary of the Army. Any report of a visit, other than the annual visit, shall be submitted to the Secretary of the Army within 60 days after the Commission's visit.

5. Agency or Official to Whom the Committee Reports: The Commission shall report to the Secretary of Defense through the Secretary of the Army.
6. Support: The Department of Defense, through the Office of the Secretary of the Army and the Office of the Executive Director, Army National Cemeteries Program, shall provide support as deemed necessary with the requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S. C. 552 § 552b).
7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel and contract support is approximately \$250,740.00. The estimated annual DoD personnel costs are two full-time equivalents (FTE).

8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.

9. Estimated Number and Frequency of Meetings: The Commission shall meet at the call of the Designated Federal Officer, in consultation with the co-chairs. The estimated number of Commission meetings is four per year.
10. Duration: This advisory function is established for 2 years; subject to renewal.
11. Termination: The Commission shall terminate upon completion of its mission or 2 years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
12. Membership and Designation: The Commission shall be comprised of no more than nine members who are preeminent authorities in their respective fields of interest or expertise, including:
- a. One member nominated by the Secretary of Veterans Affairs;
 - b. One member nominated by the Secretary of the American Battle Monuments Commission; and
 - c. No more than 7 members nominated by the Secretary of the Army.

The Commission members shall be appointed by the Secretary of Defense, and those members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees.

Members may be serve two-year terms of service on the Commission; however, Members who are appointed under the authority of 5 U.S.C. § 3109 are subject to renewal on an annual basis by the Secretary of Defense. Unless otherwise authorized by the Secretary of Defense, no member shall serve more than 6 years on the Commission.

With the exception of travel and per diem for official travel, Commission members appointed as special government employees shall serve without compensation.

13. Subcommittees: With DoD approval, the Commission is authorized to establish subcommittees, as necessary and consistent with its mission. These subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee

Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Commission, and shall report all their recommendations and advice to the Commission for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Commission; nor can they report directly to the Department of Defense or any Federal officers or employees who are not Commission members.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26 and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: